

Spec. Code: 4534(3619)  
Occ. Area: 02  
Work Area: 212  
Prob. Period: 6 mo.  
Prom. Line: none  
Effective Date: 07/01/80

## **TELEVISION TRAFFIC AND CONTINUITY SUPERVISOR**

### Function of Job

Under direction, to be responsible for the preparation of the daily program log, which determines the minute-by-minute broadcast material, to ensure smooth operation of a television station

### Characteristic Duties and Responsibilities

1. prepares the daily program log by combining network and local programming information, promotional announcements, public service announcements, and legal station identification requirements
2. selects, composes, supervises the recording of, and schedules promotional, public service, and station identification announcements for broadcast
3. coordinates use and scheduling of technical equipment for network and local recording (such as video tape recorders, film projectors, slide projectors, and audio tape recorders); selects tapes for recording and catalogs these for later use
4. assists in the preparation of the monthly program schedule
5. assists in establishing procedures for and makes program substitutions and schedule changes in the advanced program schedule as necessitated by unexpected technical problems; advises the media and viewers of changes
6. is responsible for the teletype communications with the station's network headquarters and other stations as well as the distribution of various incoming teletype messages within the station concerning program information
7. checks program logs after broadcast use for compliance with federal regulations and directs any needed corrections by station personnel
8. directs the work of subordinate staff in the preparation of the daily program log and descriptive listings
9. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (A) Baccalaureate degree in broadcasting or radio-television  
  
or
- (B) three years experience in radio or television operations  
  
or
- (C) any combination of education and experience as defined above in (A) or (B) which equals three years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of public television programming, promotion, public relations, and engineering operations
2. knowledge of Federal Communication Commission regulations